

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1290

TITLE: VOLUNTEER SERVICES COORDINATOR I

GRADE: S-18

DEFINITION:

Under general supervision, to perform entry-level coordination of volunteer services or to perform full-range coordination functions (job development, recruitment, selection, placement, training, recognition and evaluation) for volunteer programs which are limited in nature and scope.

TYPICAL TASKS: (illustrative only)

- o Responds to requests for information from potential volunteers and from agencies interested in using volunteers
- o Interfaces with volunteers and program staff to determine extent of program need for volunteers
- o Formulates, recommends and implements plans for recruitment; conducts assessment interviews to determine appropriate placement based on interests, skills and abilities of volunteers
- o Conducts campaigns, through speaking engagements or similar publicity efforts, to obtain volunteers or promote available volunteer services
- o Oversees volunteer training, performance management, and recognition
- o Acts as an agency representative to committees, task forces, community meetings; acts as a liaison between community, volunteers, and agency staff
- o Collects information and prepares materials for distribution related to volunteer services.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in social or behavioral sciences, liberal arts, education or personnel administration AND

Preferably some experience in volunteer activities, programs, etc. PLUS

- o Demonstrated interpersonal and organizational skills
- o Effective oral and written communication skills, including effective presentation skills.

ESTABLISHED: February 11, 1991

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